2014-2015
Student Group Handbook
CONTENTS

Starting and Maintaining a Student Organization
Student Organizations at Alverno College ................................................................. 3
Starting a New Organization ......................................................................................... 3
Responsibilities of Student Organizations ................................................................. 4
Responsibilities of the Student Activities & Leadership Department ....................... 5
Responsibilities of the Advisor .................................................................................. 5
Recognized Student Organizations ............................................................................. 6
Privileges of Student Organizations ........................................................................... 6
Membership Recruitment and Orientation Practices .................................................. 7
Hazing Policy ............................................................................................................... 7
Student Group Council .............................................................................................. 8
Student Leadership Reception & Excellence in Leadership Awards ............................. 8

Resources for Organizations
Student Organization Office ....................................................................................... 9
La Verna Commons Lobby & Stage ............................................................................. 9
Student Group Meeting Rooms .................................................................................. 9
Dining Services .......................................................................................................... 9
Leadership Development Resources ......................................................................... 9
Mailroom & Mailboxes ............................................................................................... 9
The Inferno Café ......................................................................................................... 10
Newsletters ............................................................................................................... 10
Austin Hall Pipeline ................................................................................................... 10
Print Services ........................................................................................................... 10
Vehicle Usage ............................................................................................................ 11
Event Vehicle Waiver ............................................................................................... 14
Event Participation Waiver ....................................................................................... 14
Technology Usage ..................................................................................................... 15

Organization Finances
Annual Budgets .......................................................................................................... 16
Student Organization Programming Fund .................................................................. 17
Financial Best Practices ............................................................................................ 18

Sponsoring an Event
Event Approval Form ................................................................................................. 21
Food & Bake Sale Policy ............................................................................................ 21
Food & Clothing Drive ............................................................................................... 22
Hosting Events with Alcohol ..................................................................................... 22
Hosting Events with Food .......................................................................................... 22
Large Event Policy ..................................................................................................... 23
Off Campus Events ................................................................................................... 25
Political Activity Policy & Guidelines ........................................................................ 25
Screening of Films ...................................................................................................... 26
Table and Room Reservations .................................................................................. 27
Visiting Speakers, Public Performances ...................................................................... 27

Publicizing Your Event
Advertising & Posting Procedures ............................................................................. 28
Advertising Resources .............................................................................................. 30

Fundraising
Fundraising Policy ..................................................................................................... 32
Fundraising for Charities ......................................................................................... 32
Solicitations ................................................................................................................. 32
Raffles ......................................................................................................................... 32
Appendix A & B .......................................................................................................... 34-35
Alverno College Mission Statement

Alverno College is an institution of higher education dedicated to the undergraduate education of women. The student – her learning and her personal and professional development – is the central focus of everyone associated with Alverno. Alverno extends its mission of service and strengthens its ties to the community by offering graduate programs to both women and men.

Student Activities & Leadership Mission Statement

The Alverno College Department of Student Activities & Leadership provides opportunities that are an extension of the classroom, providing a “seamless” learning environment that allows students to develop their leadership, communication, and problem-solving skills.

People to Contact

The Department of Student Activities & Leadership is typically open from 8:30am to 5:00pm. We’re located on the second floor of the Athletic & Fitness wing, down the hall from Student Affairs. Please come and visit us!

Brooke Wegner
Director of Student Activities & Leadership
Office: FO 110-A
Phone: 414-382-6317
Email: brooke.wegner@alverno.edu or studentactivities@alverno.edu

Tom Bottoms
Assistant Director of Student Activities & Leadership
Office: FO 112-A
Phone: 414-382-6459
Email: tom.bottoms@alverno.edu or studentactivities@alverno.edu

Student Activities Board
Office: FO 112
Email: sab@alverno.edu
Find us on Facebook (search Student Activities Board)!
Starting and Maintaining a Student Organization

Student Organizations at Alverno College

The Department of Student Activities & Leadership serves as the coordinating unit for recognized student organizations. Recognized organizations are guided by two important principles: community and self-governance. Success of a student organization depends upon shared decisions and responsibility by the organization's members. Since organizations enjoy considerable self-governing authority, they also incur a large measure of collective responsibility. To help assure community and self-governance, all student organizations are responsible for:

- considering students for membership without regard to ethnic origin, religion, disability, sexual orientation, or any other characteristic declared unlawful by federal or state law.
- meeting the Community Responsibilities for behavior outlined in the Student Handbook and acknowledges responsibility for the conduct and activities of members and guests.
- complying with College policies and national organization regulations (if applicable). Non-compliance results in the organizations' standing being put in jeopardy.
- actions which damage the College's good name and reputation, or which violate College policy or the requirements of law. The College recognizes that nationally affiliated organizations are internally self-governing, legal entities, responsible and liable for their organization's members and guests.

Starting a New Student Organization

Student organizations may apply through the Department of Student Activities & Leadership. The Director of Student Activities & Leadership will approve all new organizations, and may, if needed, call together a small committee to review applications.

The SAA reviews the new organization using the following criteria. The Student Organization:

- promotes personal development and accommodates the diverse needs of women.
- extends opportunities to practice the eight abilities and to practice what they are learning in the classroom.
- promotes the pursuit of knowledge, collaboration, and teamwork within the organization and with other organizations on campus.
- prepares students for their profession and/or responsibilities of citizenship.
- does not duplicate another organization's purpose or efforts unless meeting the needs of a weekend audience versus a weekday audience.
- is open to any student without regard to ethnic origin, religion, disability, sexual orientation, or any other characteristic which is declared unlawful by federal or state law.
- has a constitution or statement of purpose.
- has a faculty/staff advisor.
- has at least 5 members.

Student organizations typically fall into seven categories: Academic/Professional, Multicultural, Special Interest, Spiritual/Religious*, Student Publications, Department Sponsored, and Greek Life,**
* Written approval is required from the Department of Campus Ministry. Please note that religious/spiritual groups are not allowed to proselytize on campus.

** Alverno does not allow sororities to “colonize” on campus. Alverno does have relationships with sororities affiliated with city wide or national chapters that pull members from a variety of colleges and universities. Contact the Director of Student Activities & Leadership at 414-382-6317 with questions.

**Step 1: Fill out a Request to Organize Packet**
To form a new organization on campus, students will need to complete the application for a new student organization; this application packet is available in the Student Group Forms Cabinet located outside Student Activities & Leadership (AF 202) or on the website, http://www.alverno.edu/campuslife/studentactivitiesleadership/studentorganizations/

The application includes the following information:
- name of organization.
- mission statement and constitution (see template in the Appendix).
- name of advisor and acceptance email from advisor.
- names of active members (at least 5).
- list of officers.
- membership eligibility (organizations cannot discriminate based on race, sex, religion or disability).

NOTE: If the student group is a part of a national organization, you need to include any membership requirements, a constitution, and mission/vision statement from the national organization.

**Step Two: Get approval from the Director of Student Activities & Leadership**
Once the application is completed and turned in, the Director of Student Activities & Leadership will review the application and follow up with questions if clarity is needed.

**Step Three: Find out about Policies & Resources**
Once the student organization has officially been approved by the Office of Student Activities & Leadership, student leaders and group advisors are required to meet with the Director of Student Activities & Leadership to review expectations, policies, and resources.

### Responsibilities of Student Organizations

Student Organizations are guided by two principles: community and self-governance. Success of a student organization depends upon shared decisions and responsibility by all members of the organization. All organizations are responsible for:
- observing all laws and regulations of the College.
- observing all laws and regulations governing the activities of the group.
- registering the organization each semester to remain in good standing with the College.
- sending representatives to every monthly Student Group Council meeting.
• communicating with and meeting with the local/national office of the organization, if pertinent. On-campus visits should include a conference with the Director of Student Activities & Leadership and the advisor(s) of the chapter.
• providing financial resources for students who may not have the resources for membership or make payment arrangements if possible.
• providing the environment and support to promote academic achievement.
• encouraging members to take part in educational opportunities that will enhance their effectiveness as a leader.
• including volunteer service and/or philanthropy opportunities among its annual projects.
• using the services and resources the College offers before going to outside sources.

If there is conflict about leadership within an organization, the conflict first needs to be addressed by the executive board or active members. If a group is unable to find a working solution that is amendable to all parties, they need to approach their advisor for assistance with problem solving. The Director of Student Activities & Leadership is also able to offer assistance, but only if the problem has already been addressed with group members and the advisor.

Organizations are encouraged to develop election procedures for nominating new leadership each year. Elections offer the opportunity to develop new leaders, as well as to keep the mission fresh and alive among the majority of members.

**Responsibilities of the Student Activities & Leadership Department**

The Department of Student Activities & Leadership is responsible for:
• assisting student organizations in their development and growth.
• assisting student leaders in reviewing, modifying and updating organization policies.
• maintaining files on national and local chapters of organizations.
• maintaining records of organization functions.
• maintaining records on membership, officers and advisors of organizations.
• providing resources and workshops for leadership training.
• providing assistance in developing educational, social, and professional programs.
• assisting in finding faculty/staff advisors.
• providing assistance in securing help from departments on campus.

**Responsibilities of the Advisor**

Every student organization must have an Alverno College faculty or staff advisor. Organizations rarely become successful without the active involvement of an advisor.

The Advisor is responsible for:
• submitting a letter/email accepting and outlining the advisor’s role within the organization.
• learning about the goals and objectives of the organization (or assisting in the development of goals).
• attending regularly scheduled meetings.
• discussing the organization’s goals and financial status and assisting with the development of programs within a budget.
• knowing the organization’s constitution and by-laws.
• being knowledgeable about College policies.
• recognizing the general financial condition of the organization and encouraging the maintenance of sound financial records.
• monitoring the organization’s functions and encouraging all members to participate and assume responsibility for the organization’s activities. An advisor has the right to restrict any activity or event that violates College policy.
• intervening in conflicts between members and/or officers.
• providing continuity and stability as leadership changes.
• contacting the Director of Student Activities & Leadership to discuss organizational plans or concerns.

If an organization would like to switch advisors, a current group member must have a conversation with the advisor about concerns and/or the desire to switch before a new advisor is designated. If an advisor wishes to resign, a letter or email must be sent to the Director of Student Activities & Leadership.

Recognized Student Organizations

Recognition of a student organization means the organization has completed recognition procedures and received approval from the Department of Student Activities & Leadership. Recognition does not imply the College endorses the views of the organization’s membership or the views expressed at meetings. The organization members are responsible for views held or expressed. Alverno College reserves the right to restrict use of the College’s name if deemed necessary. Only student organizations that maintain good standing by following the policies and procedures will be authorized to use College facilities and services, or be permitted to identify themselves directly or indirectly with the College. Organizations are required to follow the guidelines outlined in this section to maintain good standing. The Director of Student Activities & Leadership reviews the activities of student organizations and monitors compliance with College policies.

Privileges of Recognized Student Organizations

Recognized Student Organizations may:
• Use the College facilities for meetings and activities.*
• Sponsor events and activities on campus.**
• Recruit members on campus under the organization’s name.
• Participate in the Student Involvement Fair.
• Raise funds under the organization’s name, subject to the approval of the Director of Student Activities & Leadership and within the fund raising guidelines.
• List the organization in the Student Group Directory.
• Promote events on campus bulletin boards and other designated posting areas.
• Use campus services such as Event & Space Coordination (E.S.C.), Media Hub, Dining Services (Food Services, Inc.), and Print Services.
• Participate in leadership development programs.
• Use the student organization office (FO 110) and the resources contained within.
• Apply for student organization budget funds.

* Student organizations may use the majority of space on campus free of charge for meetings and events. However, fees may be assessed based on set-up or technical requirements.

**If a national organization (with a student chapter on campus) wants to host an event at Alverno, student leaders are responsible for completing the event planning procedures (i.e. Space Request form, catering requests, etc.) and making sure current Alverno students are in attendance in order to avoid room rental fees. Some fees may still apply.

---

Membership Recruitment and Orientation Practices

Student organizations are encouraged to participate in the Student Involvement Fair every fall and spring semester to promote their group and recruit new members. The Department of Student Activities & Leadership will invite organizations to participate several weeks prior to the start of the fair. It is very important student groups RSVP in order to secure table space. Organizations are required to have a poster with information about the group’s mission, vision, and sponsored events (contact Student Activities for size guidelines and printing procedures). Student Activities & Leadership will provide each group with a sign-up sheet where interested students can list their name and email. Student organizations are encouraged to follow up immediately with interested students about upcoming meetings or events.

Orienting new members of student organizations is an important means to retain membership. New member orientation plans should be accompanied by a general schedule of planned activities. The Department of Student Activities & Leadership recommends a new member education period of no more than four weeks and requires that no initiation activities of any kind be held during Mid-Semester Assessments or the final three weeks of the semester.

Recruitment Practices and Periods must be
• communicated to the Department of Student Activities & Leadership.
• open to all interested students.
• free of alcohol and of all conduct and activities which violate any law, ordinance, or college policy.
• in accordance with national and local chapter guidelines governing recruitment, education, and initiation activities.

---

Hazing Policy

Hazing is in violation of the human and civil rights of individuals and is not acceptable behavior. Hazing will not be tolerated, regardless if the incident takes place on or off campus. Alleged incidents of hazing will be reported to the Dean of Students and all parties involved will be subject to disciplinary action through the College Community Relations Board.
Student Group Council

Student Group Council meetings provide a forum for student organizations to share experiences, collaborate, and have a voice in the development of policies and procedures. Meetings are held six times a year (3 per semester), and are offered each month during an afternoon and evening time slot. Every student organization is expected to send at least one representative to the monthly Council meetings. **Organizations not represented at two of the semester meetings may jeopardize the organization’s recognition and financial status.**

Student Leadership Reception & Excellence in Leadership Awards

Student group members are invited to a leadership celebration each spring. The Student Leadership Reception is open to all active group members and is designed to highlight and recognize student group accomplishments from throughout the year. The reception is free to attend, and non-Alverno guests are welcome to attend if they RSVP with the Department of Student Activities & Leadership.

At the reception the Excellence in Leadership Awards are presented. The awards include:

- Outstanding Emerging Student Organization
- Outstanding Student Organization
- Outstanding Program
- Outstanding Service
- Outstanding Faculty/Staff Advisor
- Outstanding Emerging Student Leader
- Outstanding Student Worker

Criteria for the awards are available on-line. Student groups are encouraged to nominate themselves or others for the awards on-line by going to, [http://www.alverno.edu/campuslife/studentactivitiesleadership/studentorganizations/](http://www.alverno.edu/campuslife/studentactivitiesleadership/studentorganizations/)

Groups are ineligible to win the same award in back-to-back years.

Contact the Department of Student Activities & Leadership with questions or about the nomination process.
Resources For Organizations

Student Organization Office
FO 110 is the designated office for student organizations. This space has student group mailboxes, three computers for student group work, commonly used forms, storage space, and general office and art supplies. There is also a meeting room available on a first come, first serve basis. Groups wishing to reserve a date and time in the meeting room should sign up on the calendar hanging on the meeting room door.

La Verna Commons Lobby and Stage
Student Organizations and campus departments may reserve space in the La Verna Commons Lobby for tabling, publicizing events, and fundraisers. Reservations may be made by filling out an Event & Space Approval Form and submitting the request at least two weeks prior to the event date.

If an organization would like to use the La Verna Commons seating area and stage for an event, reservations are made by filling out an Event & Space Approval Form and submitting the request at least two weeks prior to the event date. Approval of events in the Commons will depend on dining hours and other logistics.

Student Group Meeting Rooms
There are two meeting rooms off of the La Verna Commons designated for student use – FO 162 and FO 164. These two rooms are reserved through the Director of Student Activities & Leadership. If these rooms are not available for a particular date and time, the Director will forward the request to Event & Space Coordination (E.S.C.) and another meeting room or classroom will be reserved for the organization.

Dining Services
Food Services, Inc. (FSI) is the company that provides dining services for Alverno. Student organizations are required to use FSI’s catering services if they are planning an event on campus with food. See pages 22-23 under “Hosting Events with Food” for more details.

Leadership Development Resources
The Department of Student Activities & Leadership is committed to assisting recognized student organizations to develop strong leadership and effective practices. Members of the Department of Student Activities & Leadership are available to serve as consultants for any leadership topic. In addition, the department also sponsors an annual leadership development retreat every summer for new and returning leaders.

Mailroom & Mailboxes
Each recognized student organization is assigned a mailbox located in the Student Organization Office (FO 110). This is an easy way for you to receive notes from prospective members and information from Student Activities & Leadership and other departments. Please check your mailbox regularly.

The College mailboxes in the Faculty/Staff Mailroom may NOT be used for selling or soliciting without sponsorship by an office, department or registered student group. If you would like to distribute approved materials to faculty/staff mail drawers, you must first get approval from the Department of Student Activities & Leadership, then contact Professional Support Services at 414-382-6074.
Residence hall mailboxes are subject to federal statutes and policies governing the mail. All materials for residents of the halls must be individually addressed to the occupant of each room. Please check with Residence Life, 414-382-6372, for specific regulations concerning mailings or postings for the residence halls.

**The Inferno Café**

The Inferno Café offers a relaxing and informal meeting space. The Inferno Café is not available to be reserved, and seating is on a first come, first serve basis.

The Inferno Café serves Colectivo Coffee, espresso, lattes, cappuccinos, blended coffee drinks, fruit smoothies, delicious bakery, and a variety of grab-and-go items. The Inferno Café is located on the first floor of Founders Hall and is in the center of “Bella Way” – the first floor Main Street.

The Inferno Café is open:
Monday-Fridays 7:30am-12:00am
WEC Sat. 7:30pm-10pm
WEC Sun. 7:30am-12am
Non-WEC Sat. 10:00am-10pm
Non-WEC Sun. 10:00am-12am

**Newsletters**

*Etc.* is the faculty/staff e-newsletter. If a student group would like to include an announcement that applies to all faculty and staff, they can email the announcement to donna.kierzek@alverno.edu by Fridays at 12noon. The publication is sent every Tuesday.

To include an announcement in Campus Newsnet, the student e-newsletter, email studentaffairs@alverno.edu. Submissions must be BRIEF and include who, what, when, where, and how much. The submission deadline is Wednesdays by 12noon. The publication is sent every Friday.

**Austin Hall Pipeline**

The Pipeline, in the sub-basement of Austin Hall, also provides an opportunity for student groups to hold meetings and events. The Pipeline offers a large screen TV, ping pong table, pool table, air hockey, dartboard, music, and provides a fun, comfortable place to socialize and meet with your friends. If you’d like to reserve the Pipeline for a large group meeting or dance, contact Residence Life at residencelife@alverno.edu.

**Print Services**

Student organizations may use Print Services to make copies of fliers, posters, workshop handouts, etc. To find out about paper selection, binding options, and costs of services, contact the Print Services Manager at 414-382-6475. Services requiring a fee can be paid through Student Organization budgets and payment must be coordinated with the Department of Student Activities & Leadership.
Vehicle rentals to all College sponsored events (e.g. workshops, events, seminars, student group use) and business travel are coordinated through Plant Operations. This includes within Milwaukee and outside the state.

**Authorized Drivers** - Only students, faculty, and staff on the *authorized list* of drivers may drive Alverno vehicles (rented or owned). Human Resources verifies driving records on individuals requesting to drive a college owned or rented vehicle, re-checks records annually and maintains the *authorized list*.

**Alverno Owned or Rented Vehicles**

Only approved drivers on the *authorized list* of drivers may drive Alverno owned or rented vehicles.

**Qualifications:**
- Complete the driver background check paperwork in Human Resources and submit a copy of your valid driver’s license.
- Student and volunteer drivers need an approval from the appropriate faculty/staff member connected to the group.
- Show proof that you are 20 years of age or above and that you have three years driving experience.
- Successful completion of a driving record check (annually).
- No more than three minor violations in the past three years.
- No major violation in the past five years.
- Successful completion of defensive driving training.
- Sign and return acknowledgment of receipt of the Vehicle Usage policy.

**Personal Use of Vehicles**

Only approved drivers on the *authorized list* of drivers may use their personal vehicle for College business. Approved drivers may be reimbursed at the prevailing IRS mileage rate for business travel with personal vehicles. Complete appropriate forms and submit to Finance for approval for reimbursement.

**Qualifications:**
- Complete the driver background check paperwork in Human Resources and submit a copy of your valid driver’s license.
  - Student and volunteer drivers need an approval from the appropriate faculty/staff member connected to the group.
- Show proof that you are 20 years of age or above and that you have three years driving experience.
- Successful completion of a driving record check (annually).
  - No more than three minor violations in the past three years.
  - No major violation in the past five years.
- Must provide proof of valid personal vehicle insurance and meet minimum state standards for liability.
- Successful completion of defensive driving training.
- Sign off on receipt of driver’s policy.
Training
Alverno College provides training on defensive driving for all employees, students and volunteers authorized to drive Alverno owned, rented, or personal vehicles for College business.

Initial and Refresher Training
Training will take place:
- Upon request to be an authorized driver.
- Prior to operating any vehicle for College business.
- Whenever risk factor, requirements or a process changes as determined by Human Resources and/or Safety & Security.

Vehicle Reservations
(Forms are available in Mailroom LA 119 or Plant Operations Department LA B6).
- The appropriate staff/faculty member must approve any student or student group reserving an Alverno rented vehicle.
- All Alverno rented vehicles will be rented and charged back to the department.
- Requests for use of the vehicle must be made at least one week in advance by turning in a completed vehicle reservation form to Plant Operations.
- All passengers must sign a Waiver Form, which is to be given to Security prior to departing.
- 15 passenger vans will not be rented. Trailers will not be towed from any vehicles.

Departments Reserving Rental Vehicles
You MUST check the condition of the vehicle before signing any of the paperwork for it.

Payment/Costs
- All costs for using the vehicle are billed directly to the student group/department.
- Costs for rentals are charged at a flat rate with unlimited mileage.

Picking Up Vehicles
- During Business Hours, drivers may pick up the pouch, keys and Waiver form in Plant Operations.
- During Non-Business Hours, call Information Desk (382-6002) to request to meet Security.
- When the College is closed, call Security (382-6911) to meet them.
- The driver will have all passengers sign the Waiver Form prior to leaving and return it to the TL Information Desk or Security before departing.

Returning Vehicles
- When returning, the driver should fill up the vehicle with gas (to the original level) and empty all trash from the vehicle. Return the vehicle to the designated reserved Plant Operations spaces in the Parking Structure (1st Floor North), or notify of location if spaces are full.
- During business hours, return the keys to Plant Operations. During non-business hours, call x382-6002 to request Security. When the college is closed, call 382-6911 from a campus phone to request Security.
SAFETY AND DRIVER RESPONSIBILITIES

**Number of Drivers on a Trip**

For authorized student event
- Two authorized drivers and a faculty/staff member must accompany the group beyond a radius of 125 miles.
- One authorized driver is needed within a radius of 125 miles. (A faculty or staff member does not need to accompany the group).

For faculty/staff events
- One authorized driver is required.

**Driver Responsibilities**

The driver is responsible for the following:
- Adhere to all traffic regulations (for the appropriate state) to include ensuring all passengers are wearing seatbelts.
- Adjust all mirrors and seats before driving. Familiarize yourself with the vehicle controls prior to driving (lights, wipers, etc.).
- Keep the vehicle clean. Ask passengers to remove litter at the end of the trip.
- Maintain a vehicle environment conducive to safe driving (temperature, noise level, radio volume, cleanliness, etc.).
- Turn off the ignition, lock and take the keys with you when the vehicle is unattended.
- Keep windshield, side windows and rear windows of the vehicle in good condition so visibility is not restricted.
- Do not load vehicles beyond the design capacities for passengers and cargo, properly secure any and all loads so that items will not shift or fly around.
- Report broken equipment, equipment failures or damage to Security/Plant Operations immediately upon return.
- Place all credit card receipts in the pouch and label all receipts with your department name.
- Do not transport any alcoholic beverages or drugs in an Alverno or Rental vehicle at any time.
- Do not drive while under the influence of controlled substances such as alcohol, drugs, or medications that could adversely affect driving performance.
- Ensure that no tobacco products are used while in an Alverno or Rental vehicle.
- No cell phone utilization while driving including texting, talking, web surfing or hands free talking. Safely pull over to the side of the road to make/take a cell phone call or read a text message or email.
- Do not use ear buds while driving.
- **Tickets:** All parking, moving violations or other traffic tickets or fines are the responsibility of the driver.

**EMERGENCY INFORMATION**

**Insurance**

Alverno College has coverage to insure underinsured or uninsured drivers involved in an accident. Coverage includes liability, collision, comprehensive, medical, uninsured, and underinsured motorists. When utilizing personal vehicles for College business, the employee’s insurance is primary and Alverno’s insurance is secondary.
Emergency Road Care/Gas

A gas charge card is kept with the keys of the vehicle at all times. This gas credit card is to be used only for refueling the vehicle. If you have an accident, need repairs or need roadside service, call Alverno Security at (414) 382-6158 or (414) 382-6911.

Reporting an Accident

- Refer to the information and paperwork in the pouch.
- Call the Police and DO NOT move the vehicle. Call 911 if there are injuries.
- Complete the proper insurance forms and bring all completed paperwork to the college.
- Immediately Call Security (414) 382-6911. Security will facilitate appropriate personnel.
- Alverno’s Drug and Alcohol Policy will be followed. Any reports of accidents will require the driver to be tested at an Aurora facility. Security or Human Resources can advise on locations.
- All damage to a vehicle (no matter how small), must be reported to Plant Operations immediately upon return of the vehicle if not reported earlier.
- Authorized drivers involved in an accident or property damage to a vehicle may lose their privilege to drive Alverno owned or rented vehicles.

Event Vehicle Waiver

For any off-campus student group sponsored event where participants are carpooling, the Vehicle Usage policy must be followed and an Event Waiver is required. The driver and all passengers in each individual car need to read, sign, and provide emergency contact information. This form should be left with Safety & Security or Student Activities & Leadership PRIOR to leaving for the event/trip. (See Appendix A)

Event Participation Waiver

For events that individuals are driving separately, but are still sponsored by the student group, an event waiver form needs to be submitted. This gives Student Activities & Leadership a list of participants, as well as insures that participants understand that there may be risks involved, and that individuals are taking responsibility for those risks. (See Appendix B)
Student Group web sites (i.e., Facebook, etc.) may not violate copyright, libel, obscenity or other local, state or federal laws. Student Organizations should be aware that any personal information published on the internet is available to the public. Be judicious in the use of full names, phone numbers, photographs, and other personal information.

- Maintain a high standard of conduct in your communication. Accessing, or assisting others in downloading, uploading, transferring, posting, displaying, or printing of sexually explicit or pornographic images of any kind, or materials considered obscene, vulgar, harmful, hateful, harassing, threatening, defamatory, demeaning, or otherwise objectionable is a violation of College policy. Sending material that is abusive, offensive, or unwanted may disrupt the work of others and is a violation of the policy.
- The Alverno College name may only be used in an official context for College business. To avoid misrepresentation of Alverno College, do not use the Alverno College name or any symbol, graphic, text, or logo associated with Alverno College in a manner implying endorsement of any political, social, or commercial activity or in a context that implies official endorsement by the College without prior written approval of Student Affairs or other appropriate College authority.
- Student web sites may not be used for the distribution or file sharing of copyrighted materials created by others. This includes music, video, software and multimedia files.
- Students may not use personal web sites for commercial or financial gain. Any content promoting commercial sales or promotional advertising is prohibited.
- Student web sites should not create a high volume of network traffic that interferes with the normal activities of the Alverno College network infrastructure.
- Student web sites must conform to policies in the Alverno Technology Use Policies and Alverno Student Handbook.
- Students are responsible for development and maintenance of their own site. Sites must be updated periodically. If information is more than 6 months old, the Director of Student Activities & Leadership will contact the group and ask for it to be updated. If the site is not updated in a timely manner, Alverno College reserves the right to disable and/or remove the web page links.
- Every effort should be made to ensure web pages are free of typographical and grammatical errors.
Organization Finances

Financial Policies
Effectively handling money in your organization can be a tough job. The United States Government has issued several mandates that every organization must adhere to. Please follow these guidelines and regulations to keep in accordance with College requirements. Contact the Department of Student Activities & Leadership with any questions.

Financial Expectations for Registered Student Organizations
Student Organizations can decide to be only an interest group with no financial transactions at all. However, if your group decides to fundraise, make purchases, collect fees etc., you will need the following financial information.

ANNUAL BUDGETS
Student Organizations can apply for an annual budget through the Student Org Funding Committee, an independent sub-committee of Alverno Student Government.

The maximum amount a group can request for their annual budget is determined by how long they’ve been active on campus. This funding has four tiers.

- Less than 1 year active on campus
  - Not eligible for an organization budget, but the group can apply for the Student Org Programming Fund to get funding for specific programs.
    - This applies to groups that were not formed before November 1 of the current academic year.
- 1-2 years active on campus
  - Eligible for a maximum allocation of $300.00
- 3-4 years active on campus
  - Eligible for a maximum allocation of $500.00
- 5+ years active on campus
  - Eligible for a maximum allocation of $600.00

If an organization receives a budget, there is criteria attached to the funding. The primary purpose of this funding is to help student organizations grow by sponsoring campus programs and sharing their interests with the broader campus community. You can use this funding for:

- Materials or speakers for on-campus programs.
- Catering for programs that are open to the campus community.
- Sending students to conferences related to your group’s purpose/mission.
- Transportation for off-campus programs.
- Supplies that your group consistently needs to carry on your main functions.

These funds are housed in college accounts under the Department of Student Activities & Leadership. Each group’s budget will be tracked by the Student Activities & Leadership Staff as well as the group’s designated treasurer (if no treasurer is designated, this responsibility should fall on the president or primary leader of the organization).
Purchases should be requested through the Program Supply Form (available in FO 110) two weeks in advance of needing the supplies in hand.

Rules for maintaining funding eligibility:
1. Groups must present two active programs each semester and submit program evaluations for all College funded programs. One program must be co-sponsored by another student organization, a department or a faculty member/class.
2. Groups cannot spend more than half of their allotted budget on conference attendance.
   a. Groups using College money for a conference must bring back a program.
3. Funds will NOT roll over, and must be spent by May 10th. Plan wisely. We will not spend money just to spend it at the end of the year.
4. Organizations must regularly attend Student Group Council meetings to retain eligibility for funding.
5. Each group’s treasurer and/or president must be trained on budget and spending procedures. Student Activities & Leadership will notify group leaders when training sessions are being offered.

Funding Request Process
Every spring semester the Alverno Student Government budget sub-committee will sponsor the process for requesting funds for the upcoming school year. Group’s will be asked to
- Assemble information about your organization’s leaders and activities from the current school year.
- Fill out a ‘Student Org Budget Request’ form and provide all the requested information.
- Sign up for a 15-minute time slot to present to the Student Org Funding Committee
  - 5-minutes: Describe your organization, the things you have done this year, and your aspirations moving forward.
  - 5-minutes: The committee explains the requirements for student org funding and expectations for the upcoming year of programming.
  - 5-minutes: For your questions and any additional committee questions.
- Prepare a 5-minute presentation on what your org has been doing and your goals for the future.
- Receive a decision on your funding request before the end of the school year.

STUDENT ORGANIZATION PROGRAMMING FUND
- This fund is for larger programs that student organizations would like to sponsor.
- Brand new organizations who are ineligible for an annual budget are eligible to receive funding for programs through the Student Org Programming Fund.
- Programs funded through this fund must be available to and of interest to the broader campus community (i.e. not just a single group’s membership).
- Groups can receive up to $200 annually from this fund to help send their members to conferences related to their organization’s mission.
  - If groups utilize this fund and their allotted budget to sponsor conference attendance then they must bring back two programs.
FINANCIAL BEST PRACTICES

- Financial records should be retained for a **minimum of five years**. This can be accomplished by keeping a treasurer binder and/or sealing all records in an envelope or box at the time of transfer to the new treasurer/bookkeeper. The data to destroy the information should be clearly identified on the container to ensure future officers know the proper date.

- All expenses for your organization should be tracked using a declining balance sheet provided by Student Activities & Leadership is the group has received a Student Org Budget.

- Student organizations who wish to do fundraising should open an external bank account of their choosing. Deposits can NOT be made to the student group's College account. If money is raised and is not immediately spent on a program, then the money should be put into a checking or saving account off-campus.

- Develop a budget. Sound financial planning is important for an organization's strength, stability, and permanence. Budgeting is an important planning tool and an integral part of program planning. A budget is a projection of income and expenses but can be revised as plans change. Prepare a budget for your organization with expected income and expenses for the year. Income possibilities are membership dues and fundraising events that may include ticket sales or donations. Expenses could include printing and duplicating, equipment, postage, travel, national or regional membership dues, and Dining Services costs. Examples of expenses for special events include speaker/entertainment fees, officials, space rental, mileage, lodging, publicity, receptions, and sales tax.

External Bank Accounts & Taxes

- Organizations should not use personal information to open an account. A voluntary association of individuals operates in the name of the entity and not in the name of the individuals who are part of that organization. This means that the business records for the organization must be maintained in the organization's name. It is important to avoid confusion with respect to whom the funds belong and avoid tax liability for an individual (as the IRS considers funds deposited into a personal account to be taxable income). Also, keep in mind that financial institutions will require that checks made payable to the organization be deposited into an account established for the organization.

- The United States Treasury Department and the IRS require an organization to disclose their Employer Identification Number (EIN) when opening any type of deposit account. Every financial institution is required by the IRS to report dividends or interest paid to each depositor when it is in excess of $10.00 in any given tax year. The dividend or interest amount is reported using the account name and taxpayer identification number (TIN), which is your organization's EIN. A social security number from one of your organization's members will **NOT** substitute for an EIN. If the IRS cannot match the identification number and name to their records, the IRS can penalize the financial institution for the incorrect reporting and the account holder for giving incorrect information to the financial institution. The penalty is normally $50 but can be higher under certain circumstances. **Organizations may apply for an EIN on-line at [www.irs.gov](http://www.irs.gov)** (search for Employer Identification Number).
• Recognized organizations must indicate the organization is not-for-profit. **This does not mean the organization is tax exempt**, unless a College department sponsors the organization or if the organization has applied for and received 501(c)3 status from the IRS, you may be charged tax for purchases. If interested in applying for tax-exempt status, the application procedure can be found on the web at [http://www.irs.gov/charities/article/0,,id=136200,00.html](http://www.irs.gov/charities/article/0,,id=136200,00.html)

• Recognized student organizations are not required to file federal income tax forms if the organization earned LESS than $5,000.00 in gross receipts in the tax year. Gross receipts are the revenue you received from sources outside the organization. Collecting dues from members for the benefit of members is not included in gross receipts. An organization is required to file federal income taxes if the organization earned MORE than $5,000.00 in gross annual receipts in the tax year from outside sources (interest-bearing checking accounts, investments, fund-raisers, donations, etc).

• Student organizations do not need to collect sales tax when fundraising or selling items.

**Best Practices for External Bank Accounts**

1. All checks written from an external bank account should be verified by maintaining documentation such as invoices, bills, or other legal evidence.
2. All expenditures not usual to the pursuit of the group's normal operations should have prior approval from the group. These expenditures include, but are not limited to, loans, transfers or funds to other organizations, grants, special banquets, and social programs.
3. Any check payable to the signer of the check should bear the signature of another registered officer.
4. Use budgets. Each group should have a written plan of how they will use the monies for each quarter. Budgets should be developed and approved by members before any expenditures are made.
5. Keep track of each and every check (written, VOIDed, and blank). Carbon checks are recommended. Keep all returned and VOIDed checks. It is also a good idea to have two signers required on a check.
6. Create and use a reimbursement form each time a reimbursement check is issued. Expenditures must have approval from the proper source (executive board, general membership, advisor, etc.) prior to the actual purchase. No receipts=no reimbursement. Reimbursements should also be made within the same academic year as the purchase.
7. NEVER issue a blank check.
8. Blank checks and/or the check book should be stored under lock and key.
9. The treasurer should keep a record of all monies. Make sure to back up any electronic files in case of emergency.
10. Balance the checkbook monthly.
11. Prepare a financial report to share with the group frequently.
12. Deposit all checks and cash received within 48 hours of receipt. Incoming checks should be immediately stamped "For Deposit Only."
13. Keep copies of all records for a minimum of three years. The date to destroy the information should be clearly identified on the container to ensure future officers know the proper date.
14. Keep all receipts to account for operating funds.
15. Be aware of possible taxable income and make sure it is recorded correctly so that it can be reported and/or paid.
16. Update authorized signers immediately with any changes in officers. When there is a completely new group of officers, an outgoing officer should be present at the bank to verify the new signers.
17. Setting an approval process for all purchases will control inappropriate spending/purchases. This could involve a threshold amount (example, any purchase over $50.00 needs to be approved).
18. Pay invoices on time to avoid late fees as well as possible future problems with doing business with a particular vendor.
19. It is recommended that the faculty/staff advisor and 1-2 student leaders are listed as signees on a checking account. It is the responsibility of the student leaders to remove themselves from the bank account at the time they transfer leadership and/or leave the organization. Even if a treasurer has been charged with keeping track of all financial records for an organization, consider having at least two people sign off on every deposit and withdrawal. This helps maintain the integrity of the accounting practices.
Sponsoring An Event

Event/Fundraiser Approval Form

ALL on or off-campus student group activities (including fundraisers) need to be approved by the faculty/staff advisor and the Director of Student Activities & Leadership. Event Approval forms are located outside of Student Affairs in the forms cabinet or on-line http://www.alverno.edu/campuslife/studentactivitiesleadership/studentorganizations/, and need to be turned in 2 weeks prior to the event. Questions and approval are directed via email to the contact person listed.

Student Groups/Classes are limited to hosting a total of 5 fundraisers (of any kind) per semester. Groups are not allowed to hold a fundraiser for more than two days in any given week.

Food and Bake Sale Policy

This policy applies to all registered student organizations and athletic clubs interested in utilizing a food sale to generate funds for their organization or team.

Requirements
For the protection of the student organization/team and for those purchasing food, the following precautions must be taken.

1. The majority of products must be made by students or other members of the group, and sold by student members. Commercially-packaged products that specifically say “not for individual sale” are prohibited.
2. Food which requires refrigeration must be first approved through the Department of Student Activities & Leadership.
3. Beverages must first be approved through the Department of Student Activities & Leadership.
4. Food must be cooked thoroughly before being brought to campus or served. Food that needs to be warmed must be contained in chafing dishes or crock pots.
5. All “loose” food sale items shall be individually wrapped, at the original point of preparation (i.e. cookies, cakes, brownies, etc.). Napkins or other appropriate materials must be provided to pick up food items that are not individually wrapped, such as rolls, or they should be individually bagged prior to sale.
6. All food handlers must wear gloves when working with food that is not individually wrapped.
7. Food sale items shall be transported in a covered, dust-proof container.
8. Individuals conducting the baking, wrapping or sale of food shall thoroughly wash their hands before handling the product.
9. Apply good sanitation practices in the storage, preparation, and display of food.
10. All products must be labeled with a list of the ingredients.
11. A sign or placard stating “Homemade/Not Inspected” must be posted at each sale location; as well as “Food may contain nuts, dairy and other allergens.”

Bake/Food sales are limited to the La Verna Commons Lobby and the Christopher Hall Lobby.
In order to ensure the same opportunity is given to all interested groups, organizations, or teams must follow these rules:

- Groups are limited to three (3) food/bake sales (any combination) per semester.
- Groups cannot hold a food/bake sale longer than two days in any given week. The days do not need to be consecutive, but cannot exceed two days per week.
- No more than one (1) student organization or team may hold a food sale per day, except under unusual circumstances.

### Food and Clothing Drives

The La Verna Commons Lobby in Founders Hall and the Christopher Hall Lobby have been identified as collection sites for on-campus donation drives. All donation drives shall utilize the bins located in the FO (and when completed CH) donation centers. Any exceptions must receive prior approval from Student Affairs and Public Areas Committee. Donation space is reserved through Student Activities & Leadership.

#### La Verna Commons Lobby

The collection site in Founders Hall will include three permanent bins. Student groups, classes, and departments can reserve one of the three bins for up to four weeks on a first-come, first-serve basis. Competing drives during the same time frame will not be approved (i.e. two coat collections in January). However, there can be three different drives happening at the same time (i.e. a food drive, a coat drive, and a hygiene product drive). The sponsoring group is responsible for removing items from all donation bins at the end of each week (or more often if needed).

#### Christopher Hall

Until renovations are complete in Christopher Hall (plans include the same three permanent bin set-up as Founders Hall), student groups, classes and departments can request one bin (provided by the College) for up to four weeks on a first-come, first-serve basis. Competing drives during the same time frame will not be approved (i.e. two coat collections in January), and due to space constraints only one collection will be approved for this location at a time. The sponsoring group is responsible for providing clear signage for the collection bin at the start of the drive. All non-permanent bins in Christopher Hall must be removed before the end of the semester (first week in May and first week in December). The sponsoring group is responsible for removing items from all donation bins at the end of each week (or more often if needed).

### Hosting Events with Alcohol

The student organization officers and the advisor(s) must ensure social events are properly planned and orchestrated. Alcohol for events sponsored by student organizations on campus must be purchased and served by Alverno College Dining Service staff. The organization is still responsible for preventing underage drinking even if the organization did not arrange for alcohol to be served. The organization must stop the consumption of alcohol by an intoxicated person. Because of their positions in the organization, the president and advisor may be legally liable if the aforementioned are not carried out.

### Hosting Events with Food

Alverno College recognizes student organizations have limited budgets; therefore, it is strongly encouraged all organizations explore food and beverage options with Alverno’s
Dining Services Department before scheduling the event. Food for sponsored campus events must be purchased through Dining Services unless otherwise approved.

Student Organizations may provide their own food and beverages for meetings, fundraisers, or for off-campus events.

**Large Event Policy**

To ensure the safety of Alverno College students, staff, and faculty attending events on campus, the following guidelines are established for: events where we expect more than 50 participants, which are open to the public; and/or where we serve alcohol. Organizers of the event are responsible to:

1. Complete a Space Reservation Form or Austin Hall Reservation Form that is approved and signed by the Advisor of the Group and the Director of Student Activities & Leadership.
2. Secure one or several faculty/staff chaperones to attend the event (several people can rotate throughout the night). The name(s) of the faculty/staff must be submitted to the Director of Student Activities & Leadership BEFORE the event will be approved and advertised.
3. Make an appointment with Student Activities & Leadership no later than 21 business days prior to the dance, party or event to review the invited audience, marketing plan, DJ or band information, admission costs, check-in procedures, etc. for the dance, party or event.
4. Parties may not go beyond 4 hours and must end by midnight.
5. Prevent guests under 18 years of age from attending unless the event is specifically advertised as a family event (consult with the Department of Student Activities & Leadership)
6. Publicity may not include advertisements for alcohol. (See the Advertising Guidelines in the Student Handbook.)
7. Meet with Dining Services to discuss the event.
   - All alcoholic beverages, food and other beverages must be purchased through Alverno’s Dining Service.
   - Sufficient food and soft drinks must be served.
   - Dining Services must provide a licensed bartender.
   - Alcoholic beverages may not be provided free of charge. Alcoholic beverages may be dispensed and consumed only in designated areas. The Bartender is responsible for checking IDs and will not serve to minors, be alert and aware of signs of intoxication, will not serve to person(s) who are intoxicated and will notify the supervisor if, in their judgment, they should cease serving alcohol to a customer, and will charge for alcoholic beverages (no free drinks are allowed).

The Department of Safety & Security should be notified about any large campus event on campus. Unless otherwise arranged, an officer will not be stationed solely at the event location, but will try to do frequent rounds through the event. Security Officers will:

- watch that guests are not bringing in alcohol, and/or are not under obvious influence of drugs and/or alcohol.
- ask individuals who do not comply with policies, who demonstrate unacceptable behavior, who bring in alcohol/drugs, or who demonstrate being under the influence of drugs/alcohol to leave the Alverno College Campus.
• check suspicious persons for possession of weapons, alcohol, and/or drugs.
• monitor the exit and reentrance of guests of the event and rotate between outside, check-in and the dance area.
• terminate the event (after consulting with the advisor and sponsors of the group) and call the Milwaukee Police Department if it is known that someone possesses a weapon or if there is other suspicious or questionable behavior.

**Large Event Planning Check List**

- Secure faculty or staff representative(s) to attend the entire event
- Fill out an Event Approval Form and Space Reservation Form
- Discuss and create a plan with your group about who is the intended and expected audience, how and where are you advertising the event, how are you going to handle check-in procedures, what food and beverages do you need (carding procedures if there will be alcohol)
- Meet with the Director of Student Activities & Leadership to discuss your plan (3 weeks prior to event)
- Communicate your set-up needs to Event & Space Coordination (2 weeks prior to event)
- Communicate your catering needs to Dining Services and submit order (2 weeks prior to event)
- Communicate your security needs/concerns to Safety & Security (2 weeks prior to event)
- Discuss safety concerns and procedures with group members and advisors working/attending the event (i.e. how and when to contact Security, where the nearest house phone is, what to do in case of a fire alarm, what to do if a fight breaks out, what to do in case of alcohol misuse, etc.)

**Events in Austin Hall**

If you have reserved space in Austin Hall (Pipeline, Formal Lounge), and you expect LESS than 50 people, guests attending the event must check in at the Reception Desk. If you expect MORE than 50 guests the sponsoring student organization must request a separate check-in table adjacent to the Reception Desk in the lobby for guest check-in. Guests must enter and exit through the main (west) entrance of Austin Hall only. Guests must sign-in upon arrival and check-out when they leave, but they do not need to leave a photo ID. Guests are not allowed on resident floors unless formally checked in at reception desk with a current Alverno College resident (and photo ID).

Failure to abide by procedures may result in disciplinary action.
Off Campus Events

An off-campus event is any event that takes place in a facility not owned by the College. Student organizations participating in off-campus events represent Alverno College and reflect the image of the institution, as well as the organization. Inappropriate behavior, even though occurring off campus, falls within the jurisdiction of the College and may result in disciplinary action. The following responsibilities pertain to participation by student organizations in events, activities, and programs away from the College campus.

1. A copy of the properly completed contract with the off-campus establishment must be filed with the Director of Student Activities & Leadership at least 72 hours before the event. For the protection of the organization, a written contractual agreement must be made with any off-campus establishment. The organization must obtain written approval from the organization's advisor.

2. All financial obligations are the responsibility of the student organization and must be met in accordance with the contract.

3. The student organization is responsible for abiding by current state statutes regarding alcohol.

4. The student organization and its officers are directly responsible for the behavior and general welfare of both the organization and its individuals. Advisors must be aware of the event in advance and should attend, if possible.

5. The student organization officers and the advisor(s) must ensure social events are properly planned and orchestrated. If the organization arranges for alcohol, it should take adequate steps to prevent underage students or guests from drinking. Any student organization sponsored event that takes place on campus that includes alcohol must be purchased and served by Dining Services personnel. Even if the organization does not arrange for alcohol to be served, the organization is still responsible for preventing underage drinking.

6. The organization must stop the consumption of alcohol by an intoxicated person. Because of their positions in the organization, the president and advisor may be legally liable if the aforementioned are not carried out.

7. If problems arise disciplinary action may occur.

Political Activity Policy & Guidelines

Alverno College values the opportunity for free expression of political views by members of the Alverno community and is committed to the value of discourse and debate as an essential component of a liberal education. At the same time, the college must also comply with the provisions governing its tax exempt status under Section 501 (c) (3) of the Internal Revenue Code. The College must maintain a non-partisan, educational status. Federal statute stipulates that non-profit, tax exempt institutions of higher education are prohibited from participating in, or intervening in, any political campaign on behalf of any candidate for public office. College Policy:

1. Alverno College promotes effective citizenship and encourages participation in the political process.

2. Students, staff, or faculty may freely engage in and comment on political issues as individual citizens but must clarify the expressed opinions are their own and do not represent the official position of the College.
3. Use of the College’s name, letterhead, or logo on any written materials used for political purposes, such as solicitation of funds or other contributions in support of a political party or political activities, is prohibited.

4. Unless a candidate for public office is of significant stature as to warrant an invitation from the Office of the President, hosting of political candidates for educational purposes should generally be left to faculty within academic departments or the appropriate Alverno College recognized student group.

5. If a faculty member, academic department, or the college itself chooses to invite an individual candidate to speak on campus about his or her political activities or campaigning, every attempt should be made to provide opposing candidates the same opportunity.

6. If any member of the College community is contacted by a political official to organize an appearance on campus, the Marketing Department should be immediately notified and updated with information. The Marketing Department coordinates all public affairs on campus.

Approved by the Quality of Campus Life Committee, March 2004

Political Posting and Canvassing
Posting of political materials must adhere to the Posting Guidelines Canvassing (mass distribution of fliers in common areas) is not allowed. Alverno student organizations or individuals wishing to distribute political postings should include a contact name or name of sponsoring group. Individual students who wish to engage in the political process are encouraged to connect with the Department of Student Activities & Leadership. As a reminder, opinions promoted are the opinions of Alverno students and members of an organization. Alverno College does not support any one specific candidate.

Screening of Films
Student Organizations are to be aware the federal copyright law prohibits the use of videocassettes and DVD’s to private showings without prior consent of the holder of the copyright. All films being shown for entertainment purposes require clearance for its performance. Organizations requesting to show a film must submit an Event Approval Form along with the name of the film being shown and the name of the company through which the film is being obtained. For more information on copyrights or information on how to obtain permission visit the Copyright website at www.copyright.gov or http://colleges.swankmp.com/understanding-copyright.

When showing a film for educational purposes, student groups are required to follow the format listed below.

1. The film viewing is only open to the members of the student organization.
2. The event cannot be advertised through a Facebook announcement or by distributing paper flyers. An email to group members is permitted.
3. To set context for the films, the presenter will share background information about the making of the film, and reflections of the filmmakers and actors on the issues explored in the film.
4. After setting context for the movie, the presenter will hand out a news article or share visual media as a prelude for discussion of a local, national, or international current event related to the issues that will be explored in the film.
5. Show the movie.
6. Following the movie the presenter will lead a discussion using prepared questions that encourage the use of Alverno’s eight abilities to reflect on the film.

Failure to follow these guidelines may result in federal fines and/or sanctions from the College.

### Table and Room Reservations

All table space and room reservations must be made through the Event & Space Coordination Office (E.S.C.). Student Organizations may reserve rooms in Founders Hall, Christopher Hall, the Sister Joel Read Center and Austin Hall for meetings and events. A student organization may be assessed a small fee through E.S.C., depending on the site requested and set-up requirements. Student Organizations may request a room/space reservation by completing an Event/Fundraiser Approval Form. If too many events are planned for the same date and time in the La Verna Commons Lobby, an alternative date or location may be suggested. Notify E.S.C. if you change plans so the space can be reserved for another organization.

### Visiting Speakers and Public Performances

Visiting speakers, public performances, and the screening of films must be approved by the Director of Student Activities & Leadership by completing an Event Approval Form at least two weeks prior to the date of the event.

When hosting speakers on campus, student organizations must submit an Event Approval form and include a biography and/or resume of the speaker including a written description of the purpose of the performance.
Publicizing Your Event

Advertising and Posting Procedures

Policy Statement – The La Verna Commons Lobby is the common posting area for Founders Hall, Athletics and Fitness, and Alexia Hall. Student Affairs is responsible for posting all event/dated materials and notifications in the La Verna Commons Lobby e.g. academic fliers, campus resources and updates, travel classes/opportunities, volunteer opportunities, on/off campus events, rentals and sales. Postings can be submitted to the Student Affairs office or the Founder’s Hall, 1st floor Information Desk. All materials for campus posting must be approved and stamped by Student Affairs and will be approved for up to 4 weeks prior to the advertised event. Postings and/or banners without an approval stamp or located in undesignated areas will be removed and discarded. The approval stamp is neither an endorsement of the activity or of the quality of the publicity.

Separate School and Division bulletin boards for major/division specific postings will be available in Christopher Hall, Alphonsoa Hall, Corona Hall, Clare Hall, and the north end of Founders Hall. These areas will be maintained by the individual School/Division. [Student Affairs size and content guidelines do not apply to division bulletin boards.]

Posting Divisions - There are three large bulletin boards in the La Verna Commons Lobby for general postings. Departments and student groups can designate which of the three areas their poster is placed (the information below is an example and does not reflect a comprehensive list).

Academic & Campus Resources
- Travel opportunities, scholarships, classes, etc.
- ISC services, workshops.
- Advertisements for academic sponsored events (i.e. Major/Minor Fair).
- Assessment schedules.
- Department notifications.
- Class cancellations.

On-Campus Events
- Student group events.
- Student Activities Board sponsored events.
- Choir concerts.
- Alverno theatre and dance performances.
- Alverno Presents.

Alverno Student Government/Off-Campus/Volunteer
- ASG open forums, meeting minutes, election information.
- Off campus jobs, rentals and sale announcements.
- Volunteer opportunities on and off campus.
The college is not responsible for damaged or destroyed postings. **12 postings** per event will be accepted in Student Affairs. One will be displayed in the designated area in the La Verna Commons Lobby and the other 10 will be distributed in the residence halls. Posting materials must be error-free, legible and include the following:

- Name of department or sponsoring group.
- What, when, where, cost, how to register, and who to contact for more information.
- A blank 2”x2” space in the lower right hand corner for the Student Affairs approval stamp.
- Size: 8 ½” x 11” only. Postings larger than this may not be accepted.

**Content Guidelines** - Student Affairs reserves the right to refuse posting non-college related material that may be a conflict of interest or violate campus policies, criteria, or procedures. Interpretation of content resides with Student Affairs. The following are not permitted:

- Content that is threatening, harassing or invading the privacy of others.
- Pornographic material, explicit implied vulgarity, or pictures or statements perceived as obscene, offensive or insensitive to any religious, ethnic, age or gender group.
- Materials promoting, displaying or implying the use of alcohol or illegal substances.

**Banner Policy**
- Banner space is available above the posting area only. Space is limited and must be reserved in through Student Affairs. Banners will be posted for up to 3 weeks.
- Posters and banners may not cover up other postings.
- All postings and displays will be removed and discarded within 24 hours after the event.

**Mailbox Distribution**
- The college mailboxes may not be used for selling or soliciting without sponsorship by an office, department or registered student group.
- Residence hall mailboxes are subject to federal statutes and policies governing the mail. Check with Residence Life, 414-382-6372, for specific regulations concerning mailings or postings for the residence halls.

**Table Reservation** - Tables can be reserved for one week in the La Verna Commons Lobby for displays connected to an upcoming event. For example, if a student group or department wants to promote and recruit for the Heart Association Walk they could leave materials on the table for up to a week and staff the table with volunteers during peak traffic times. For reservations, complete the [Event & Space Request Form](#).

**Postings are NOT allowed in the following areas:**

- Chapel Lobby, Sister Joel Read Center, Alphonsa Hall, Alexia Hall, and Christopher Hall (with the exception of academic division bulletin boards).
- Restrooms and elevators.
- Doorways and windows.
- Grounds, trees, shrubs, cars, snow.
- Resident rooms and/or doors.
**Easels & Display Signs** - Easels and floor standing display signs may be used on the day of an event for check-in or directional purposes only.

**Chalking** - Chalking on campus grounds is prohibited, with the exception of recognized student organizations. Student Organizations are allowed to chalk by Alexia Hall, Austin Hall, Clare Hall, and Christopher Hall only. Requests to chalk on sidewalks around campus must receive approval from the Department of Student Activities and Leadership.

Note: As the College adjusts to its new spaces and traffic patterns, the posting policy will continue to be adapted as needed. Feedback is always welcome - email studentaffairs@alverno.edu.

### Advertising Resources

- **Alpha, Student Newspaper** - Submissions should be sent to alpha@alverno.edu. The newspaper staff reserves the right to accept, decline or edit any submissions.

- **Austin and Clare Hall Announcements** are made nightly in the residence hall. Send submissions to residencelife@alverno.edu 24 hours prior to the time of the announcement.

- **Banner Paper** – This paper is great for banners, art projects, table decorations, etc. Paper is accessible in the Student Activities & Leadership Office (FO 110) during business hours.

- **Button Machine** - This button machine creates 1½ inch buttons. Complete the Button Form and return to Student Affairs. Please provide front design inserts and allow one week for assembly. Button template can be downloaded from alverno.edu, click on Student Affairs.

- **Campus Newsnet** – Weekly email sent every Friday to all students, faculty, and staff. Send submissions to studentaffairs@alverno.edu. Include a brief description, date, time, location, and contact information. Deadline: Wednesday by noon. Student Affairs reserves the right to accept, edit or decline submissions.

- **ETC** – Published and distributed to faculty and staff every Tuesday. Send submissions to donna.kirezek@alverno.edu or drop in the Professional Support Services mailbox in the Mailroom, LA 119. Deadline: Friday at noon for publication the following Tuesday.

- **Napkin Dispensers in Commons**

  Advertising space is limited to one week and must be reserved through Student Affairs, 414-382-6118. Reservations will be on a first-come, first-served basis. Inserts must be 5” x 6” in size and delivered to Student Affairs by 5pm Thursday. Inserts are limited to a quantity of 50 and will be removed and discarded within 24 hours after the event.

- **Sidewalk Chalking** – Student Organizations who want to chalk sidewalks and walkways must submit a written copy of the message to be chalked to the Director of Student Activities & Leadership for approval at least 1 week in advance of the proposed date of chalking. Chalking is allowed on all sidewalks except for sidewalks in front of the Sister Joel Read Center and the LA Building.

- **Table in the La Verna Commons Lobby** – Table space may be reserved through Event and Space Coordination by using an Event and Space Coordination Form (forms available outside Student Services). Student organizations reserving a table must have this form signed and approved by the Director of Student Activities & Leadership. **Note:** Alverno College is not responsible for stolen or broken items used in displays. If an incident occurs the Safety & Security office should be contacted immediately.
BEFORE advertising an event, Student Groups must have a completed and signed Event/Fundraiser Approval Form. Once the event has been approved and space has been reserved (if applicable), Student Groups can take postings to Student Affairs to be stamped.

If you have any questions about posting policy, contact Student Affairs at 414-382-6118
Fundraising

Fundraising Policy
Student Organizations are encouraged to sponsor fundraising activities. Only recognized student organizations may sponsor a fundraising activity. Fundraisers are defined as any sales, including raffles, lotteries, bake sales, food sales, jewelry, and clothing sales. A fundraising calendar is kept in the Student Activities & Leadership office in FO 110. Check the calendar to find available dates.

All fundraising activities must be approved by the Director of Student Activities & Leadership through the submission of an Event/Fundraiser Approval Form. Fundraising activities must be consistent with the mission of Alverno College and comply with all local, state, and federal laws. Promoting credit card applications and/or sale of alcohol will not be permitted.

Organizations sponsoring food or bake sales must follow the guidelines listed in the Policy Section. Bake/Food sales may be held in the La Verna Commons Lobby and the Christopher Hall Lobby. Organizations should plan well in advance to ensure the date and location for the fundraiser is available.

Fundraising for Charities
Student organizations must make sure the charity is legitimate and complies with the Internal Revenue Service 501(c)(3) before fundraising activities begin. Student organizations raising funds for a non-profit charity must obtain written consent from the charity prior to holding the fundraiser. Often organizations hold food drives or clothing drives and then decide where the items would go afterwards. Though well intentioned, these items may not be what the charity needs at the time. Consult with the charity ahead of time to determine their fundraising needs. If raising money for another organization, please note that all checks should be made out to the name of your organization and checks/cash deposited into an external bank account before your organization writes a check (again from your external account) to the receiving charity.

Solicitations
Student Organizations generally raise funds for raffles through the solicitation of businesses. Only those businesses listed in the Permissible Prospects List may be contacted for goods or funds, except for those businesses with noted exceptions, for support of their organization’s activity. Organizations should remember to write appropriate thank-you letters as follow up when money or goods are given. Questions regarding the list can be directed to the Director of Student Activities & Leadership. Outside vendors, such as banks or cell phone companies, are not allowed to solicit on campus unless sponsored through the Development Office.

Raffles
The selling of raffles involves separate procedures than the selling of goods for fund raising. Raffle procedures are outlined by the State of Wisconsin Department of Regulation and Licensing and are not subject to change or interpretation by Alverno College. Alverno College holds a raffle license that may be used by campus organizations. Alverno College is required to report ALL raffle activities to the State of Wisconsin’s Department of Administration and Division of Gaming in order to maintain a valid license. In order to accurately record and report raffles sponsored by student organizations or college departments, the following procedures must be followed:
**Getting a raffle approved:**

*Student Organizations and Campus Departments* must fill out an Event/Fundraiser Approval Form at least 2 *weeks prior* to the start of the raffle. A copy of a raffle ticket must be submitted for approval as well (a ticket template will be emailed upon request). Raffles will NOT be approved until the ticket design is approved.

Please note that the ability to hold a raffle is not guaranteed and that advance notice is necessary for approval. No two student organizations or campus departments will be allowed to hold raffles at the same time. For raffle information email *studentactivities@alverno.edu*.

**Holding a raffle:**

Sponsoring organizations are required by state statute to sell raffle tickets face-to-face in order to provide the buyer with their portion of said ticket at the time of purchase and the purchaser must be present to enter their name and address on the drawing stub portion of the ticket. *Phone, Internet, mail, and any other form of non face-to-face sales are strictly prohibited by both federal and state law (Game 44.03).*

Please make sure you do the following:

1. Submit your raffle ticket to the Department of Student Activities & Leadership for approval.
2. A copy of the raffle license must be displayed prominently during times of active selling of raffle tickets.
3. Publicity must clearly state how the funds from the raffle will be used, the procedure for awarding prizes, and when the prizes will be awarded.
4. Provide a list of prizes when actively selling tickets.
5. All raffle drawings must be held in public.
6. If a raffle drawing is cancelled, the sponsoring organization shall refund receipts to the ticket purchasers.

**Concluding a raffle:**

Please submit the following items to the Department of Student Activities & Leadership *24 hours* after the raffle drawing:

1. Completed Raffle Report
2. Borrowed copy of the raffle license
3. A BLANK printed raffle ticket
4. ALL raffle ticket stubs used in the drawing
5. Winning raffle ticket stubs (separate these from the non-winning raffle ticket stubs). Please rubber band in bundles.

Failure to abide by the following procedures and to submit the required paperwork will result in loss of raffle privileges.

PLEASE NOTE: Raffles are different from prize drawings. If you are selling tickets in exchange for the chance to win prizes, this is considered a raffle and the procedures listed above must be followed. If people are entering their names to win prizes and there is no exchange of money, this is considered a prize drawing.
Alverno College

VEHICLE WAIVER FORM

For all college sponsored field trips, no matter the distance, complete this waiver. Only drivers approved by Alverno may drive. If employees or students drive their car for a field trip or student trip, their personal insurance is the primary insurance. If leaving your vehicle overnight on campus contact Security (Ext. 6158) or e-mail Security with your name, vehicle make, model and plate number. Park vehicles in the parking structure. Give a completed copy of this Vehicle Waiver Form to the Read Center Info Desk. They will give it to Security.

Sponsoring Dept./Organization _______________________________ Destination _______________________________

Date of Event ___________ Est. Departure Time ___________ Est. Time of Return ___________ Vehicle Plate ______________________________

Driver (print) __________________________________________ Drivers Signature ______________________________

Drivers Emergency Contact Name (print) _____________________ Drivers Emergency Contact Number ______________________________

By printing my name, I know acknowledge that there are normal risks involved with transportation and participation. I will not hold the driver of the vehicle or Alverno College responsible for such risks. Number of passengers allowed in vehicles equals the number of working seatbelts. I will return in the same vehicle unless a change is approved by the driver.

PASSenger SIGNATURES AND EMERGENCY CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Name (Print)</th>
<th>Signature</th>
<th>Emergency Contact Name</th>
<th>Emergency Contact #</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Alverno College
ACTIVITY / EVENT WAIVER

Sponsoring Dept./Organization: ____________________________ Date(s) of Event/Activity ____________________________

Event/Activity: ______________________________________

I acknowledge that participation in this activity sponsored by Alverno College is purely voluntary. With my signature I acknowledge that there are normal risks involved with this activity. I will not hold Alverno College or sponsors of the activity responsible for such risks which may result in an injury. If the undersigned is a minor, then a parent or guardian must sign this waiver.

With my signature I agree to follow Alverno College policies while on this school sponsored trip. **I understand I must return to campus in the College sponsored vehicles at the pre-determined time.** With my signature I understand that I may face sanctions from the College if I violate this agreement and/or College policy.

<table>
<thead>
<tr>
<th>PARTICIPANT NAME (PRINT)</th>
<th>SIGNATURE</th>
<th>EMERGENCY CONTACT NAME &amp; NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This form must be placed in Brooke Wegner’s (Director of Student Activities & Leadership) mail box in the Faculty/Staff mail room BEFORE the group leaves campus.